.Net User Definable Report Generator

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General Overview

Aralco's new report generator can give you access to ALL categories of database files and fields which would be available for Filters, Grouping and Columns. The Database categories are displayed on the left side in the above screen.

Although the reporting system layout is pretty logical and is easy to follows, in order to create your own reports, you need to have some basic knowledge of where things are and what fields contain what information. The Aralco Training Team can certainly help you with this area.

When you select a particular category such as "Sales" in the example below, you will see the following options:

- New Sales (When you wish to create a new sales report)
- Saved Reports (These will be a list of sales reports you have created already)

- Standard Reports (These will be Aralco Standard Reports provided with our installation). Standard Reports can be modified but only saved AS and not modified permanently. When "Saved As", they will be placed under the "Saved Reports Folder"
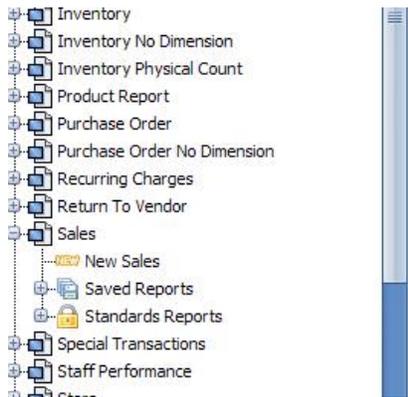
Quick Report/Field Name Search Options

As there are numerous Report Categories and Report Names available in the system, there is a "Search" option below the report Categories as well as Field Name Lists as shown below:

As you see in the example above, when you type the word "Inventory" and press ENTER, you will ONLY see the Categories and Report Names that match the entered word. You can them click on you desired report and by pressing the "X" to the right of the Search field, you will CLEAR the search word and the system will display ALL Categories and Report names.

Recent Reports

On the bottom left side of the main reports screen, you have the option to view all your "Recent" Reports for ease of access. Click on this button and you will be able to select and run those reports again
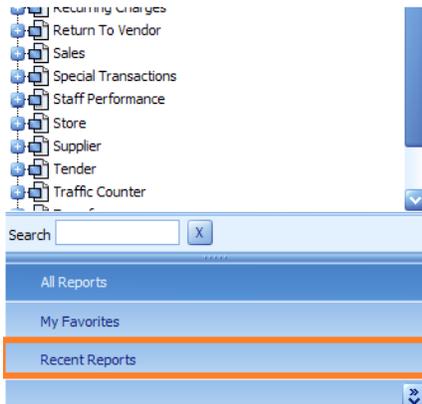
Similar option is available for Table Field Names as shown in the example below where we can search for any field that contains the word "Product" which would made it a lot easier than searching through a long list of tables and field names:

Column Sorting Options

Once the report is shown on the screen, you can manipulate the column sorting by clicking on the report column header where you see the symbol ⬍ and you will see the entire report will "self-sort" either in Ascending order for that column (one click) or Descending (next click)

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Product Catalogue Retail Price (with Pics)

| 1 | of 1 | 100% | Find |

Product Catalogue Retail Price (with Pics)

Product Code	Name	Picture	Retail Price
ecom_SnH	UDI Site Shipping & Handling Fees		$1.00
HWB-011	Cipher-Lab 8000Handheld/Cradle/USB (new version) ****		$840.00
HWB-014	Cipherlab Communication Cradle (USB) ****		$140.00
HWB-028	Zebra Barcode Printer LP2844 (USB) ****		$680.00

Other Option Buttons on Reports:

Filters

Delete: Removes the highlighted Filter entry

Advance Filter For advance user with the knowledge of this area (and SQL language), you can build complex filters. A simple example is shown below. Please contact Aralco support if required:
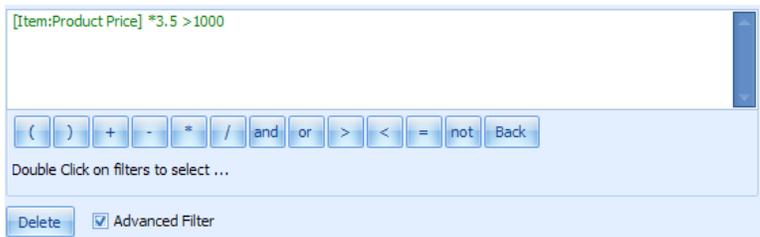
Groups

Up/Down   Will reposition the highlighted, Selected Groups in the list displayed so you can change their position on the report Grouping

Delete   Would remove the highlighted "Group" from the displayed list

Clear   Will remove ALL of the Group Entries displayed on your group list

Columns

Up/Down   Will reposition the highlighted, Selected Columns in the list displayed so you can change their position on the report columns

Delete   Would remove the highlighted "Column" from the displayed list

Clear   Will remove ALL of the Column entries displayed on your Columns list

Formula   This is an advance feature which if required would be best to consult with Aralco technicians.

- You will need to identify what type of field you wish to create using the formula function:
- Available options are:
    o Numeric
    o Text
    o Decimal (numeric with Decimals)
    o Money (currency type)
    o Date

Here is an example of a Sales Staff "Commission" Formula based on their NET Sales:

- Under Columns section, we click on the Formula button at the bottom of the screen [Formula] and as Commissions would be a "Numeric Decimal" field, we select Decimal
- We will then see the following screen which we will create the new commission formula with:

- Next we need to create the formula so we keep the Formula name as New Formula where we can enter the formula name (e.g. Commission)

- Then we will use the Table names from the left side of the screen and identify the Fields we want to use for commission calculations as follows:
    o From the "**Product**" Table, we pick field:"**Item Total Paid**" which is the NET amount paid by customer for the item (This will show on the formula Window as seen below and the font will be in GREEN. If Font is shown in RED at any point, it means the formula is incomplete or incorrect(

- o Then you would click on the "*" for "multiply by" after which you will see the formula window go **"red"** meaning the formula is incomplete
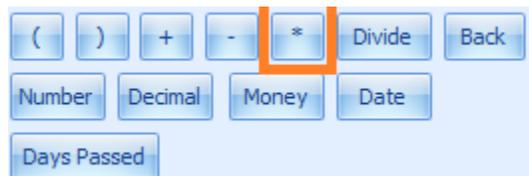
- o From the "**Product**" Table, we pick field: "**Commission Percent**"
- o The screen will now go green (meaning formula is now complete), however, we need to make this a percent so we need to place a bracket on each side then enter a "/" to create a division after the Commission Percent (which is actually a whole number e.g. 3 percent), and enter the number 100 as shown below for the completed formula

- o Next, click on the "SAVE" button and you can then use this formula by selecting "Formula" from the Table List then select the formula name so you can then use in Filters/Groups & Columns

Other Examples for Formulas:

- You can always type the formula is you are familiar with the SQL language as well as familiarity of the Aralco data tables. The example below will give you the results for how many days have passed since the transaction date:

- -**1*dbo.DaysPassed ([Transaction:Transaction Date])**. This was done by pressing the button which would show a function "dbo.DaysPassed()" and in between the () we dropped the field "Transaction Date" (selected from the field list under "Transaction" table. The result would show a negative number so we went back and inserted a "-1*" at the beginning

which would then turn all the negative numbers to a positive so if the transaction was done two months ago, the result of this field would be 60 days!

Conditional Formulas

Under the "Formula" options you will see this option when checking this ☑ Conditional and you will see multiple options in the screen below:

In the example above, we show how to create a commission calculation based on transaction's Gross Profit %. We first click on the "Conditional Formula" button above which will then display the options to enter:

- The **Default Value**, in this we entered **2 (%)** as a minimum commission % regardless of the GP%

- Next click on [+] to continue with the next steps of conditional formula design
- Then we click into the "Column" field and pick the Transaction GPP (Transaction GP%) field from the "Transaction" Table
- Next we select the condition from a list of available options:
  - =   equal to
  - >=   greater than or equal to
  - >   greater than
  - <   less than
  - <=   less than or equal to
  - Between   This would be a value between the two defined numbers
  - I null   If value is empty
  - Is Not Null   If value is NOT empty
- Next you enter the **VALUE** (when the condition is met)

- In the example above we picked three ranges for commissions
  - For transaction GP% Less than or equal to 35%, we assigned the commission% to be 5% (entered into the **VALUE** field)

  - To add another condition, you click on the
  - You will get another set of conditions to enter, and in this example we pick "**Between**" then enter **35** and **40** (for GP% conditions) then enter **6** (%) for the **Value**
  - Finally, for the third conditional formula we enter Greater than or equal to **40** and enter **7 (%) for commission rate**
- If you wish to see the actual SQL code that is auto-created from your formula settings, un-check the conditional formula option and you will see the screen below
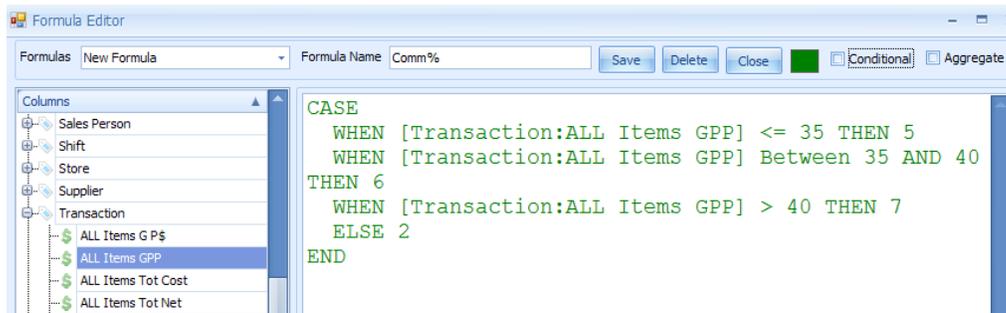
Formula Aggregate Option

This will give you further options such as Avg., Min, Max, Count etc., once the formula is created for use in the Filter/Column or Group (see also Aggregate section under "Columns")

General Options
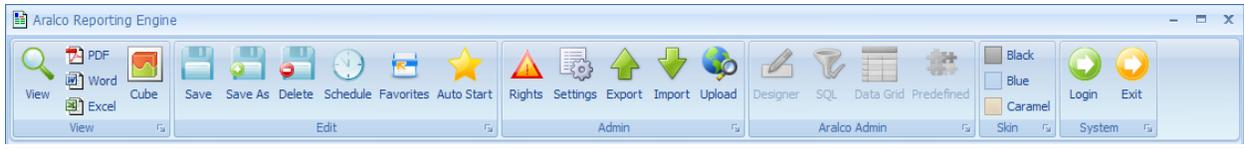
View Report

 The "View" button is the default button to press to view an already defined report. After pressing this, the report will be displayed on your screen. Once the report is on your screen, the following options will be displayed:

 You can navigate between the pages of the report (if "Divide on Page" option is selected (see Report Settings)

 Printer: To print the report, click the Printer button displayed at the top of the report

 Refresh: While the report is displayed on the screen you can press the Refresh button which will update the report with the latest data without the need to close the report and re-run it. This function can be further

 Page layout View: Will show you what the print out page would look like. You can toggle between Screen and page view by pressing this button

 Page Setup: This option will let you setup the report page with the following options:

100% ▾ View/Zoom: You can choose the view / zoom option by clicking on this option and you will get the following options
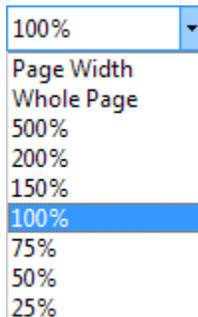
Search Report

Shoes **Find**   Search Options: You can click on the left of the "**Find**" and type any alphanumeric text and click on "Find" and that text, if found, is highlighted in the report. You can click on "**Next**" and you will see the next occurrence of the same text.

Email Options

✉ eMail   Single email Option: Will let you send the entire report as an email attachment to an one email address and one CC. The form below is what would appear next

You can change the subject line, choose "Send as" type (e.g. Excel, PDF, Word), and enter the body of the message then click on SEND. (Please also see the section for SMTP setup for emailing engine in this document)

Mass email Options

Mass eMail   This is used for cases where there is at lease an email address column included in the report. To do a target or mass email, ideally you should have a first name as well as the email per person and if you wish to do some data merge in the email (e.g. Thank you for shopping at our **Oakridge** Store and we hope you are enjoying the **Toshiba TV** you purchased from our sales associate **John Davis** etc….), you need to include the Store name, Product Description and Sales Staff in the columns of your report.

When you click on the Mass email button on top of this report you will see this:

Where the merged data is inserted above, you will see "<< >>". These are inserted using the "Insert Merge Fields" under Mailings Option TAB

Mass email Option Tabs

Home Tab: This will give you all the font control as well as search and replace capabilities as shown below.

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| Home | Insert | File | Page Layout | View | Mailings |

Font: Calibri
Font Size: 11
Font Color

Text Highlight
B Bold
I Italic

U Underline
U Double Underline X²
S Strikethrough X₂

A
A A Font

Align Text Left
Center
Align Text Right

¶

Styles

Find
Replace

Font

Paragraph

Editing

Insert Tab   Further option to insert the Pictures, Tables, Symbols etc.

File Tab   You can save the Mass Email setting under a specific name and recall it another time and re-use it (e.g. for the next email campaign so you do not have to re-create all the settings)
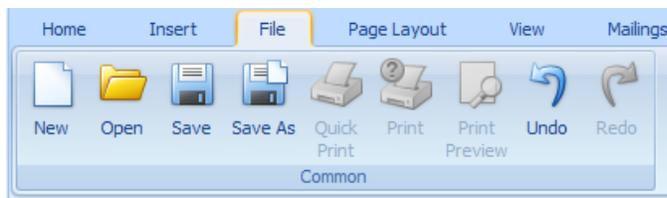
Page Layout   This is for setting up margins and Page Orientation options
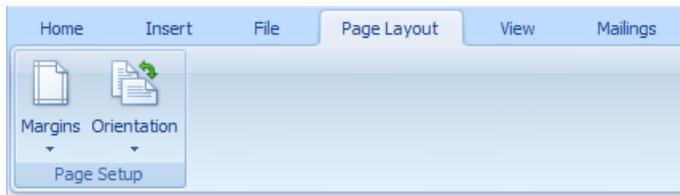
View Options   Options for viewing the email
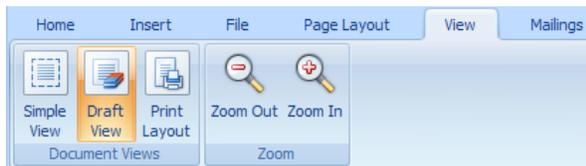
Mailing Tab   This is an important section where you can verify your settings and preview the mail out

Insert Merged Field   In this option, you can see all the fields from the report columns and select the ones you wish to merge with the email. When you pick and insert one of these fields, you can enter your text before and after them and they would appear like: **Dear** <<First Name>>, where the first name was inserted from the report fields so as an example in the email it would say **Dear John**,… You can insert some or all the report fields into the body of your email.

Insert Merge Field ▾
[Send List]
Accept Mail
Company Name
Dept.
email
First Name
Last Name
No Email
Position
Qty
Qty (10)

Preview Merged Data This option will let you see how your merged data would look to the recipient of the email as shown below
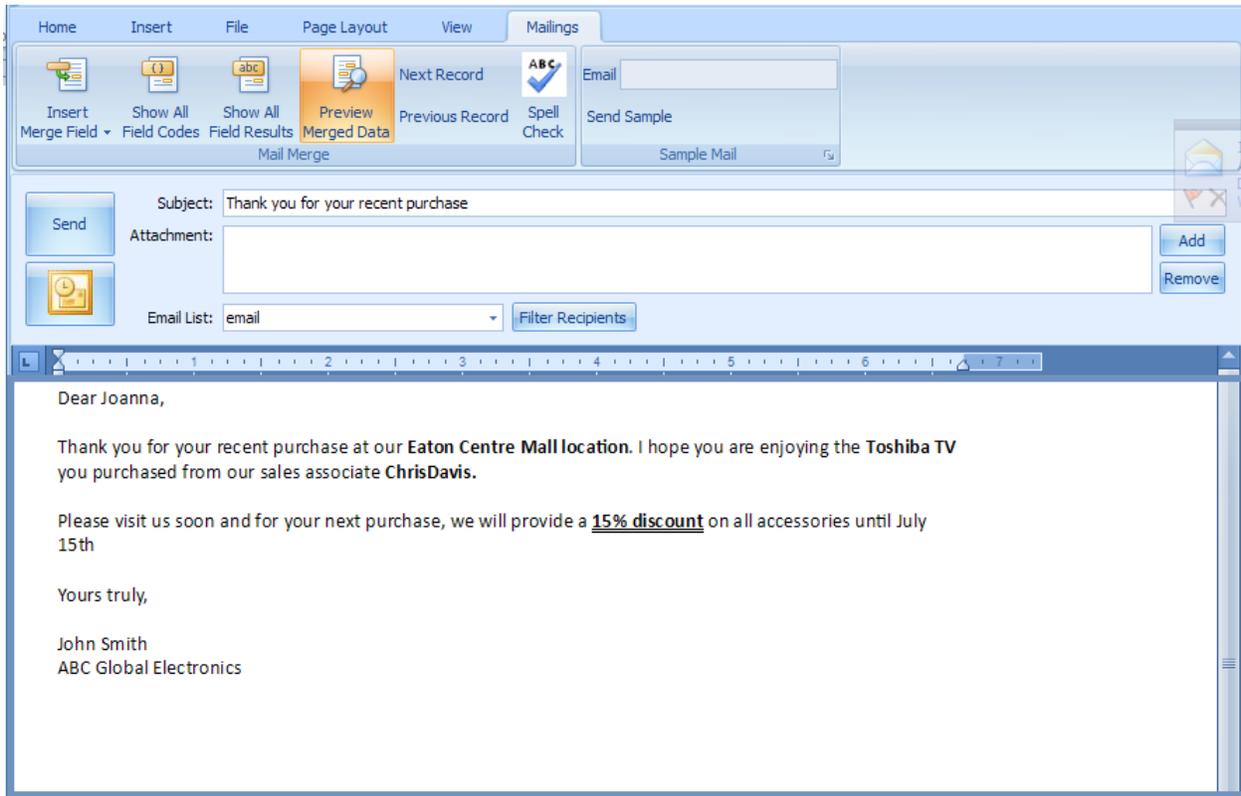
Next Record   Will display the next email with the merged data

Previous Record   Will display the previous email with the merged data

 Spell Check   This is a useful option to click on before you send out your mass emails

Test email   You can enter your own email as shown below and click on the button below it ("Send Sample") so you can check what the email would look like before you send to the entire list

Attachments: You can attach files from your folders by clicking on the ADD button as shown on the right side of the image below (as well you have a Remove Attachment option)

Filter Recipients: You can click on this option and see the list of recipients included in the report and check OFF or ON any name you wish to exclude or include in the report using the "Send List Column" shown below. The default is to include all. You can also use the options below to Check or Uncheck All as shown below left.

Sending emails:

Once you are finished with the email creation you can click on the button to send through your SMTP server (see settings options) or:

Click on the Outlook symbol to send via Outlook (you need to set your Outlook to enable outside program access it and send email related data

Email reports (e.g. Statements) by Individual email recipient (setup as a "Group")

This is a useful feature used for example in emailing "**Accounts Receivable Statements**".

You will need Microsoft Outlook setup on the machine from which you will be sending emails.

To set this up you need to first go to the **Settings** Tab then check the **Sent Group email** option as show below and if you want to get an email copy to another email address, enter that email in the box below (Also Send to).

Then you need to make sure the recipient's email address is selected in the **GROUP** tab and a group item. (e.g. for A/R Statements, you would want to have Company Name, First Name, Last Name, and email address)
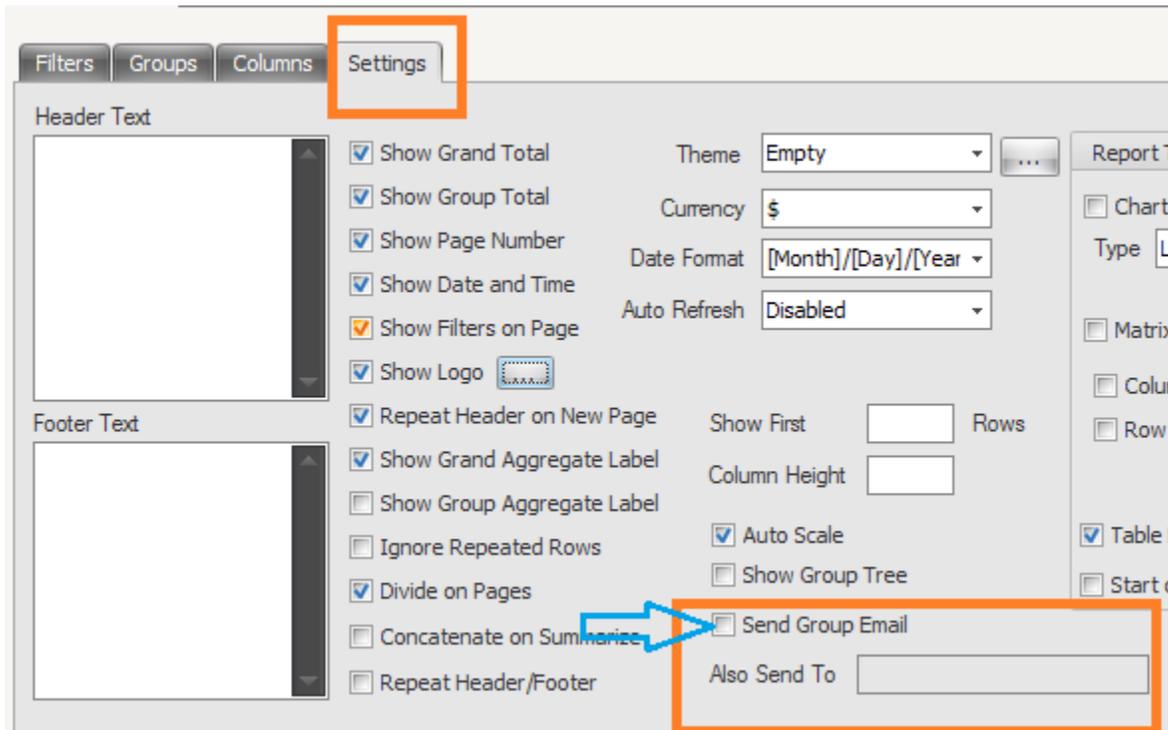
With this option when all the columns have been setup and you are ready to send emails, simply press the PDF icon (NOT VIEW). The PDF version of each statement will then be sent to the recipient on each group's email address.

View will print all the statement on the screen one at a time and you will need to close them all by right clicking on this icon on the bottom of your screen and then click on Close Window.
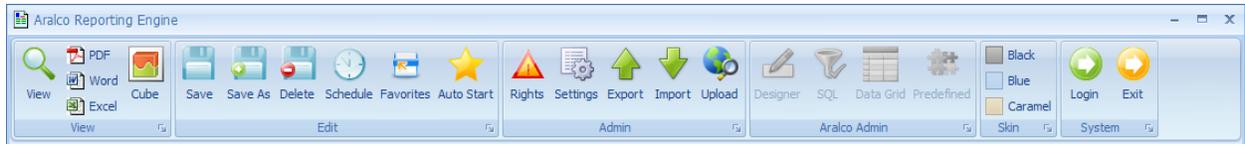
Report View Options
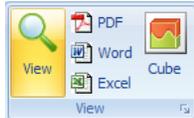
View Once the report has been designed, View will show the report results on screen as a standard format

PDF/Word/Excel By clicking any of these formats, the report will be directly exported to your choice of format

Cube View (Grid/Matrix two dimensional Data View)

This is a very useful feature where you can create a regular report, e.g. Sales by Product and Store etc. and have it run as you want it. Then you can choose to view this in a "Cube" which will then let you choose which field you wish to you as a "Row" (e.g. Department) and as a "Column" (e.g. Month of Sales) and which as a "Value" (e.g. GP$) and the system will then show the Cube options as shown below:

Cube for Sales by Client Detail

Drag Items to the PivotGrid

Drop Filter Fields Here

Name	January	February	March	April	May
Item Gp $	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
Accessories		7.52	15.52	24.62	
Apparel	172.5	2704.56			1
Footwear	135	-1012.5	2945	8750	
Lighting	-2109	142.1	865.8	450.9	1
Bedding	1676	1676	2514	1676	
Lighting	1125	1000	860	1068.75	
Electronics	73549.64	61782.14	59480.24	62089.56	582
Furniture	0.41	25	-188	0	-34
Ladies	228.2	204.7	548.6	278.1	
Gardening					
Outdoors	815	310		195	
Sporting Goods	4525	850	10402.5	-5736.20	-63
Hardware		330	660		
Grand Total	80117.75	68019.52	78103.66	68796.73	552

Drag items to the PivotGrid fields:
Description, Discount, Price (ea), Product Code And Name, Qty, Remark, Remark Discount, Total, Total Cost

Drag fields between areas below:
Filter Area, Column Area (Transac... ▲, Transac... ▲)
Row Area (Name ▲), Data Area (Item Gp $)

Select Cube Fields   As shown above left, the list of all the fields within the report will show and you can then select and "Drag and Drop" which ones to place into the ROW box on the lower left and which would go under Column area and which will be shown as Data under the Row & Column co-ordinates. There can be multiple row, column and data values.

Sort Data within Cube Display   You can Sort the data by clicking on the Name ▲ Up or Down arrow displays of the data labels

Grand Totals Are shown for both the rows and columns at the far Column and lowest Row of the Cube display

Report Editing Options
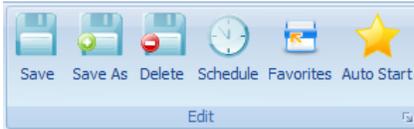
Save / Delete Options   You can "Save" a report, open and "Save As" another report name or Delete an existing report using the following options displayed at the top of the report screen

     Schedule   You can use this to have the report scheduled to run at a pre-set date and time. As shown below, click on the "Create New Schedule" Button
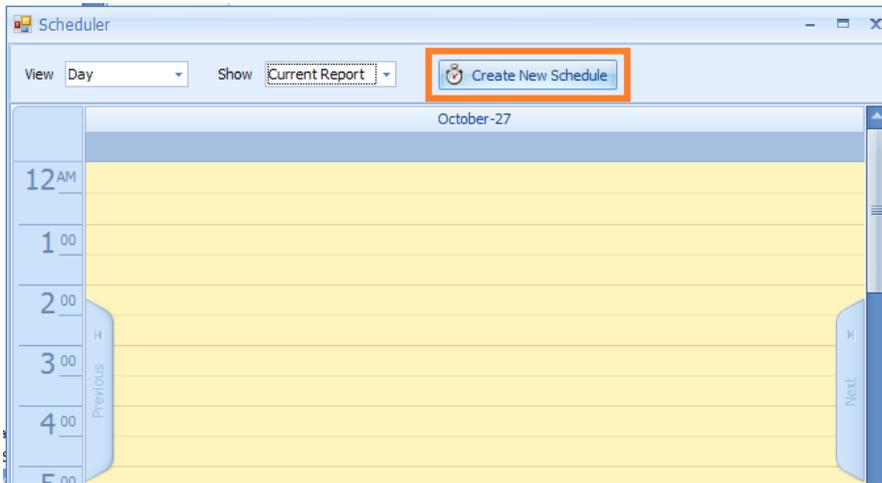
And you will see the next screen options where you can enter the email recipient's email addresses and click on "Recurrence" Button to schedule the run times:

Recurrence Options:
As shown below, you can specify the report **Start Time** (end time is just to leave enough time for the report to run), **Start Date**, End Date (Optional), and select the **Recurrence Pattern.**

You can use the **Remove Recurrence** button and the report will be removed from the auto reporting schedule.

Scheduled Reports View
You can click on the view Current or View All reports option and you will be able to see the pre-scheduled reports list as shown below:
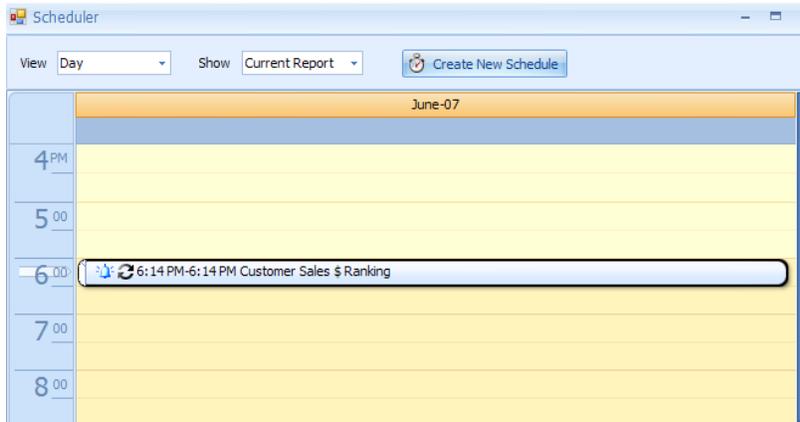
Favorite Reports

Once you have the report designed, you can click on "Favorites" and add it to you Favorite list. You can Click on Edit as shown below and create new master folders (Add Root, Like "SALES" or "DAILY REPORTS") and sub-folders (Add Child, like "Store Sales", "Management Reports" etc.)
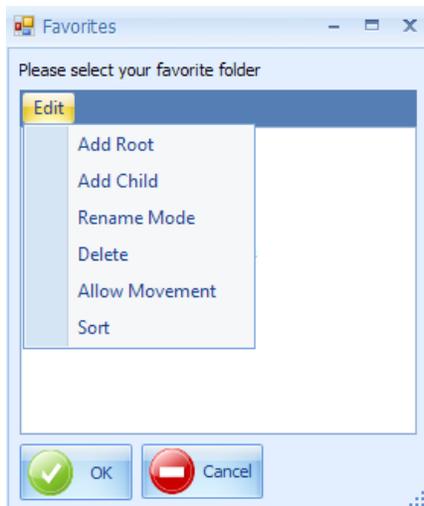
You can then see the general favorites categories as shown below and choose which catefory you wish to place your favorite report into. You can also later use the "Rename" option to rename the categories and your report names.
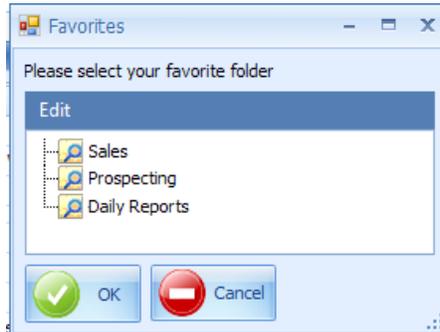
The Favorite area will show on show on the bottom left of the reporting menu
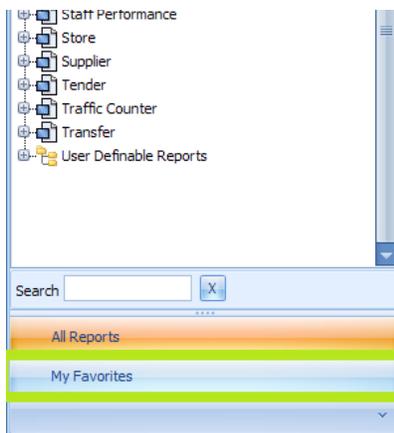
Auto Start   This option, once selected, will "Tag" this report to start running when you first load the report generator. You can have your most important, daily required reports to Auto-Start but everyone will take resources of your computer so your system can slow down if you choose too many. Also, in conjunction with the **Auto-Start**, you can "Enable" and set the **Auto-Refresh** under the report Settings option (you can set the refresh rates (to every so many Minutes, Hours etc.) and the reports will continually refresh with new data and you can watch all your selected reports on a "Dash-board" format at the bottom of your screen (Windows 7+)

Report Access Rights

Rights

Once you have the report all setup, you can click on the button and you will see the following options

Here you will be given the option to select User Groups Rights for all the options shows above such as access to Main Menus, Viewing, Filtering, Grouping, Columns etc. sections of the reports.

You can also go to each individual user and setup their access rights to each of the reports. This way if the Sales Staff GROUP are given certain rights but you do not wish to extend all of those rights to certain individuals within that group, you can select their name on the lower list shown above and remove some their rights.

The **FIND** option on both sections can be used to search for staff GROUPS or Individual Staff Names.

Master Settings

Settings

Aralco technicians will help you with the following settings for your email and other settings.

Settings	
Autorun Scheduler	True
Cashing	True
Database Timeout	300
Default Right	True
Listener IP	
Listener Port	
Report Browser URL	
Report Server Database Name	
Report Server Database Server	
Report Server URL	
Report Server Use Network	
Show Connections	
Show Property Category	
SMTP Password	
SMTP Port	
SMTP Sender Email	
SMTP Server	
SMTP UserName	

Return

Export & Import Reports

Export   Import

You can create a report and Export the report structure and saving it to a folder (example if you had multiple companies to have this report designed for) Aralco can also help by creating a report and emailing to you the structure and you can IMPORT that report into your system.

Upload Finished Report

Upload

This function can be used to upload your selected report to a web-server so other people (provided they have access rights) can view the report(s) via the internet browser (cloud based).

These reports can be setup to run with a frequent "refresh" enabled so that all users who have access to the web-server can view the report in a real-time update data, without requiring the Aralco program loaded on the computer they are using their browser. Please contact Aralco if you require this feature.

Skin Setup
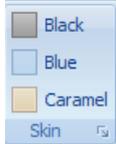
       You can choose the color scheme of your reporting system by selecting one of the available three options here. More will be available on future releases.

Login / Exit

       While in the program, you can login as another user or EXIT the program all together.

Report Filter

In the example below, you can apply various filters in the same report such as Transaction Date range, Department/ Customer Group/ Store Group etc.
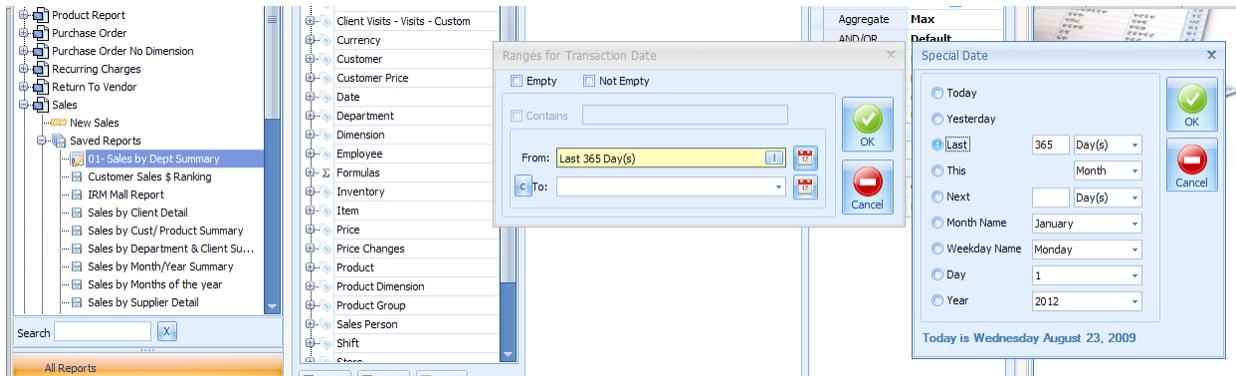
Date Filters:
You can filter by Date Range by entering the From & To date or click on the calendar symbol which will give you the options displayed on the above right where you can chose:

- Today
- Yesterday
- Last…. Then enter number of days/ months/Years (e.g. 30 days or 90 days or 365 days etc.)
- This…. Then month/ year
- Next…. Number of days/months/years
- Month Name (e.g. November)
- Etc.

The main purpose of these filter options is that once set, you will not have to make date entries and once setup, these reports can run automatically and email the results to you (e.g. My sales for Today or Yesterday or last 7 days etc.)

You can have a multiple filter options even if they are from the same category or from many different categories

From & To Filter Values

You can enter a "From" Value and leave the "To" Value empty and the report will show you any data that is equal or greater than the FROM Value. Similarly, you can leave the FROM Value empty and enter the TO Value and the report will only display items that are Less than or Equal to the TO Value.

If you like to search for a particular data, both "From and To" values must be the same, or you can enter a Range in the "From & To" fields and the report will produce only items that meet that condition.

Other Filter Options

☐ Empty   ☐ Not Empty   You can select the Empty & Not Empty check boxes to apply to the field you are filtering (e.g. show me customer names where their email address is NOT EMPTY

☑ Contains Sofa Beds   You can also check the "Contains" box and enter a value (e.g. all good in "Sofa Beds" Department)

[I] This button on the From and To Filter Ranges fields is used to CLEAR the entry

c To: [ ] This button "Copies" the content of the FROM field into the TO filter field

From: [ ]
Employee Subs
c To: Hardware
Hardware Pkgs
Installation

When entering the From and To filter values, say by Department, if you click on the Down Arrow on the fields, you will get a list of valid department name or any other field you choose.

Advance Filter Options

Advanced	≫
Aggregatable	☐
Aggregate	Max
AND/OR	Default
Filter Type	Physical
FilterUsage	Normal
Number of '('	0
Number of ')'	0
General	≫
Exclude	☐
Style	≫
Back Color	Orange
Fore Color	Black

Aggregatable

This is used when you are "summarizing" the report by a certain field and you wish the result of the summary of that field to fit within the filter condition.

e.g. if you want to summarize your sales by Department, you need to choose the Department Name in the columns, and check the "Summarize" option:
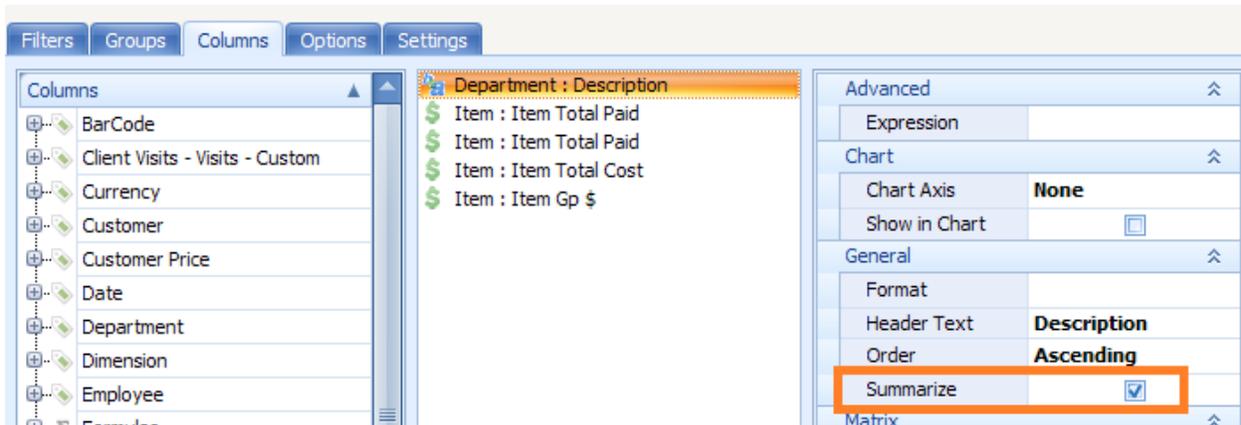
Also the field "Total Net Sales" should be added to the columns set, then you can use a filter that may say "TOTAL Net Sales" FROM $10,000 TO $20,000 and check the "Aggregratable" box so the filter looks at all the Department Summary sales between those values otherwise the report will be looking for any ITEM sales between those values in which case you may not get any results.

When using this option, it is important to have the field that is being used in the Filter also displayed in the Columns, for example, in this case, we have "Total Net Sales" which needs to be both in the Columns as well as Filter section (with the Aggregatable checked)

Aggregate (Calculation Method: Sum (Default) / Max/ Min/ Average/ Count)

This is used once the summary of the result are calculated by the report the setting chosen here will be the subject of filtering

Sum: Will make sure the sum of all the sales for the department meets the filter range

Max: Will use the Maximum value within aggregate field as a filter match

Min: Will use the Minimum value within aggregate field as a filter match

Avg.: Will use the Average value within aggregate field as a filter match

Count: Will use the number of rows of display in the report as the filter match

And/Or

This is where you want to use a mixture of various fields and "operators" in the fielder such as:

((Color =RED) OR (Color = GREEN)) AND (Department = SHOES)

Notice the parenthesis used above. You can follow the rules above to insert correct brackets around the rules to isolate the filter conditions properly (see options for **Number of "("** and **Number of ")"**) in the Advance Filter section.

Filter Type (Used for highlighting certain data within the report when in certain range)

Physical is the default which means it will display the data based on filter match. The other option is **Highlight** which you can use in conjunction with Filter Colors to highlight certain values. For example you can setup the filter to say "Total Net Sales" From $10 to $2000 and have it set for background color RED which will then highlight any Department Sales less between 10-$2000 in RED so you can see low performing departments. You can have multiple filters as such so you can also highlight Sales of $10,000-$50,000 in GREEN so your same report will highlight for you the high performing as well as low performing departments.

You need to have the fields you wish to highlight in the column as well as the filter sets. This sample below shows such a feature used to do a RED highlight for Department Sales between $1 - $2000 (Low performers) and GREEN highlights for department sales between $50000 - $999999 (High Performers)

Sales by Dept Summary

High & Low Performers

Date : Transaction Date : Range : >= Last 30 Day(s)

Item : Item Total Paid : Range : From 1.0000 To 2000.0000

Item : Item Total Paid : Range : From 50000.0000 To 999999.0000

Description	Total Net	% of Total
Accessories	232	0.02 %
Footwear	9793.49	0.85 %
Sporting Goods	30292.5	2.64 %
Hardware	24244	2.11 %
Electronics	73115	6.37 %
Services	19801.25	1.72 %
Ladies Fashion	768909.89	66.95 %
Food	1809.5	0.16 %
Stationary	6247	0.54 %
Optical	65684.64	5.72 %
Rental	5960	0.52 %
Installations	136506.85	11.89 %
Spa	5620	0.49 %
Repairs	190	0.02 %

Sum of Total Net	Sum of % of Total
1148406.12	100 %

Filter Usage

Normal   (Default)   System will use the data from the SQL data base you are connected to on the server

Macro   This is a special function where you can set up the filter to use external data such as cases where "Temperature" from a website and report your sales for cases where temperature was say over 80c. Please contact Aralco Support for setup information

Exclude Filter

Filter Colors

You can choose the back ground and foreground colors for the filters and those colors will show on the "header" section of the report.

Report Grouping

This is used to segregate the reports into user definable groups. In the example below we show how to create a purchase order report by Supplier and Month of Order. Whatever needs to be selected for Grouping (in this case Supplier Name) can be found in the list of categories (Purchase Orders/ Supplier/ Name).
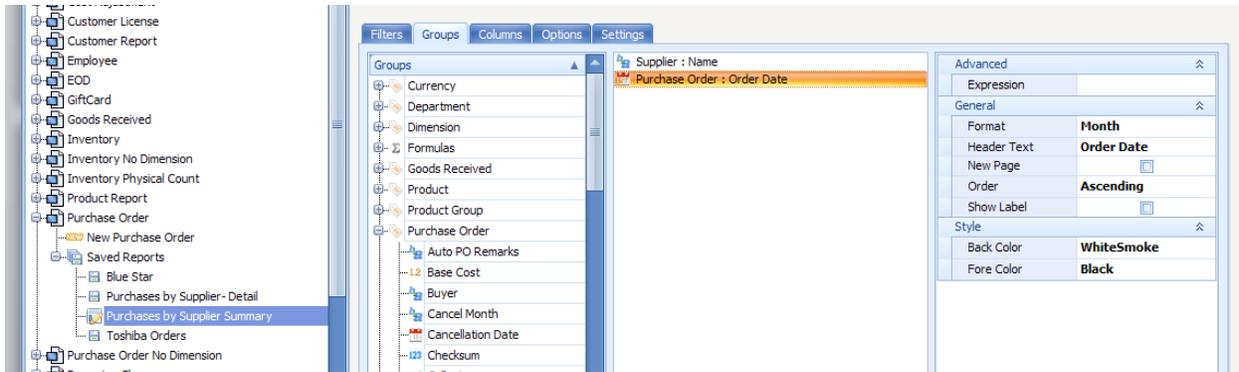
Grouping Advance Options

**Expressions**   This section is reserved at this time for Aralco customization of the report Grouping, when required

Format   Certain Field Types such as Dates will have options for display format such as Month Number (1-12), Month Name (Jan-Dec), Weekday (Sun – Sat), Day (1-31), Date (mm/dd/yyyy). Once this option is selected, the "Grouping" will be done for that format, e.g. if Month Name selected as above, each supplier order will be displayed along with the Month of the order under the same supplier.

Header Text   This would be the label used in the report which can be modified to be different to the system default

New Page   If checked, will force a new page per Group Item changes

Order   Default (none), you can choose ascending/ descending order for the Group Display

Show Label   When checked, will show the Group Label (e.g. Supplier: Nike International) otherwise it will be omitted (e.g. Nike International)

Grouping Colors

You can choose the back ground and foreground colors for each of the Groups and those colors will show on the "Grouping" section of the report.

Report Options

The "Options" Tab shown below will give you additional choices to apply to the report. In the example below, we have selected the general report category for **SALES** and under Sales Reports, the Options available are shown below. You can check the options you wish to be included in the sales report (e.g. if you wanted to included your "Sales" and "Orders" in the same reports, under "Transaction Type", you would check "Sales" as well as "Order")..

Report Settings

Before we discuss Report Columns, we need to review the various Report Settings Options as they will be part of the Report Column Options. Here are the various Report Setting Options:

Header & Footer Text   User definable text, for both the Report Header & Footer to be printed on the top of the first page and on the bottom of the last page of the report

Show Group Total   This will print a summary totals for numeric column values at the end of each group

Show Page Number   Page numbers can be set to show on the report (e.g. 3 of 18)

Show Date & Time   This will be the date and time the report would have been prepared on, show on the top of the first page

Show Filters on Page   All report filters can be optionally shown on the report first page (recommended)

Show Logo   Company logo can be printed on the top left corner of the first page. Also,

pressing the   will give you access to Folder/File management to select your logo file. Please note

Repeat Header   This will repeat the "Column" header on new each page

on New Page

Show Grand   This will show the labels such as Sum/Avg / Min/Max e.g. "Retail Price" etc. on
Aggregate Label   the last page of the report

Show Group   This will show the labels such as Sum/Avg. / Min/Max e.g. "Retail Price" etc. on
Aggregate Label   the bottom of the Grouping section of the report

Ignore Repeated   If you check this option, repeated rows of data that are all exactly the same will
Rows   omitted from the report. This is useful when you only want to see unique rather
than seeing several repeated lines of information

Divide on Page   Un-checking this option will make the entire report without any page
breaks. Please note that if the report is very long, the navigation within the report will become slower
and if you wish to improve the navigation speed, you need to have page breaks.

Concatenate on   If you summarize a field in the columns section (e.g. summarize on
Summarize   Product Code) and you have other columns such as Sales Person, when you
check this option, there will be one display for the product code and all the names of the Sales Persons
will be displayed with a comma separating them, otherwise, you will only see "***" under the sales
persons column for that product.

Repeat Header   This will repeat the user Header & Footer (Including the user definable entries)
Footer   on each page of the report

Theme   This will enable you to setup your own standard report defaults. This will help
you customize the "look" of you standard reports and you can save each setting as a different "Theme"

by assigning different names to each theme so that can be assigned to various reports. Click on
To see the settings options for each theme.

Report Type   Over and above the standard row/column type of report, we offer a Matrix
(multi-dimensional grid) and Charts (Graphics with X, Y axis)

Chart Report   This would enable a graphic presentation of the data in your report. When this

is checked, you also have an option for a **3D** (three dimensional) graph. You also have options to see
the graph **TYPE** in various formats such as **Pie, Line, Bar, Column, Area, Bubble, Doughnut.**
Once this option is selected, you need to set up each field in the chart under the "Columns" section of
the report (see Column Section)

Example below, shows a **Column** type **Chart** with the **3D** Option that is included in the same standard
report:

996-Call Statistics by DOW

Date: 6/7/2012

Time: 12:57 PM

Support - Custom : Date : Range : >= Last 90 Day(s)
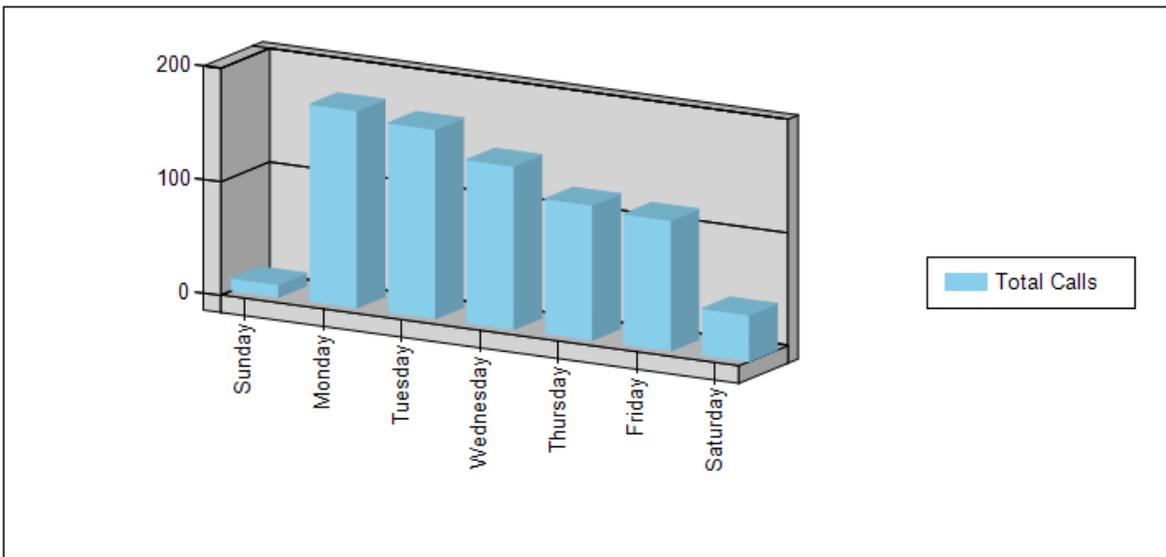
DOW	Total Calls	Avg/Day
Sunday	11	0.9
Monday	174	13.5
Tuesday	167	13.0
Wednesday	144	11.2
Thursday	119	9.3

Matrix Report   This is an option where you can choose one or more fields to be displayed as a "Rows" in the Report and one or more fields in the "Columns" of the report and then one or more fields as "Values" within the co-ordinates of each row and column as shown below:

Once this option is selected, you need to set up each field in the chart under the "Columns" section of the report (see Column Section) to specify each field that would be represented as Rows, Columns or Value at the X-Y co-ordinates. See example below where Department is selected as a ROW, Store# as Column as Total Sales as Value:

Store #	101	102	103	104
Department	Total Sales	Total Sales	Total Sales	Total Sales
Accessories	232.00	286.52	347.04	189.13
Menswear	9793.49	12094.96	14649.90	7983.60
Ladies	30697.50	37911.41	45919.83	25024.43
Sporting Goods	24244.00	29941.34	36266.16	19763.57
Footwear	73115.00	90297.03	109371.40	59602.94
Home Décor	19801.25	24454.54	29620.33	16141.87
Travel	768909.89	949603.71	1150198.30	626811.06
Gardening	1809.50	2234.73	2706.80	1475.09
Furniture	6247.00	7715.05	9344.77	5092.52
Bedding	65684.64	81120.53	98256.46	53545.75
Electronics	5960.00	7360.60	8915.46	4858.56
Pet Supplies	134859.60	166551.61	201734.02	109936.80
Bed & Bath	5620.00	6940.70	8406.86	4581.39
Hardware	190.00	234.65	284.22	154.89

Table Report   This is the standard default for reports to be printed in rows and colums

Start on New Page   When "Table" (Default setting), Matrix/ Chart or type of reports are selected as optional displays, by selecting this option, each format will start on a new page, otherwise, they will be displayed on after another.

Auto Scale   Auto-Scale option forces the report to fit to 8 ½ x 11" page (A4) by shrinking the font size to enable this feature. In the example below, you will see the default width indicated in the filter line:

Once the auto-scale has been checked the report will be "squeezed" to fit the paper size as shown below:

Matrix Column Header Width   In Matrix type reports, you can specify and adjust the Column Header width here (Inches)

Matrix Row Header Height   In Matrix type reports, you can specify and adjust the Row Header width here (Inches)

Show Group Tree   When this is selected, for reports that have been setup with Grouping Categories, once the VIEW button is clicked, you will see a Group Tree on the left side of the report regardless of how many Grouping Categories are set up in the report. Once the Grouping Tree is displayed (on the left) along with the report data (on the right) you can click on the Tree Values and only the content of the Tree Value will show on the report to the right (e.g. Click on Group "Customer" and you will then see that customer's sales)

Column Height   Useful when a picture is included in the report and you wish to enlarge it. You can increase the height here (Inches) and also increase the column width in the "Columns" section of the report for the field you wish to enlarge

Currency   You can select the currency Symbol from a list in this option and the report will show that currency for any Currency Value

Date Format   Select your required date format for each report of use the default (YYYY-MM-DD)
Auto-Refresh   Any report that is being viewed on screen can be setup to Auto-Refresh at a frequency set by the operator (e.g. every minute, 5 minutes, hour etc.) so you will not have to run the report each time to see the latest data (e.g. you can have your daily sales summary by store, on the screen and have

it auto-refresh every 5 minutes and keep the report on your screen all day and see the sales numbers progressing)

Report Columns

As filters and groups described above, the desired columns of data can be identified and selected using the Master File Categories such as "Sales" or "Inventory" then Fields within those Master Category Tables.
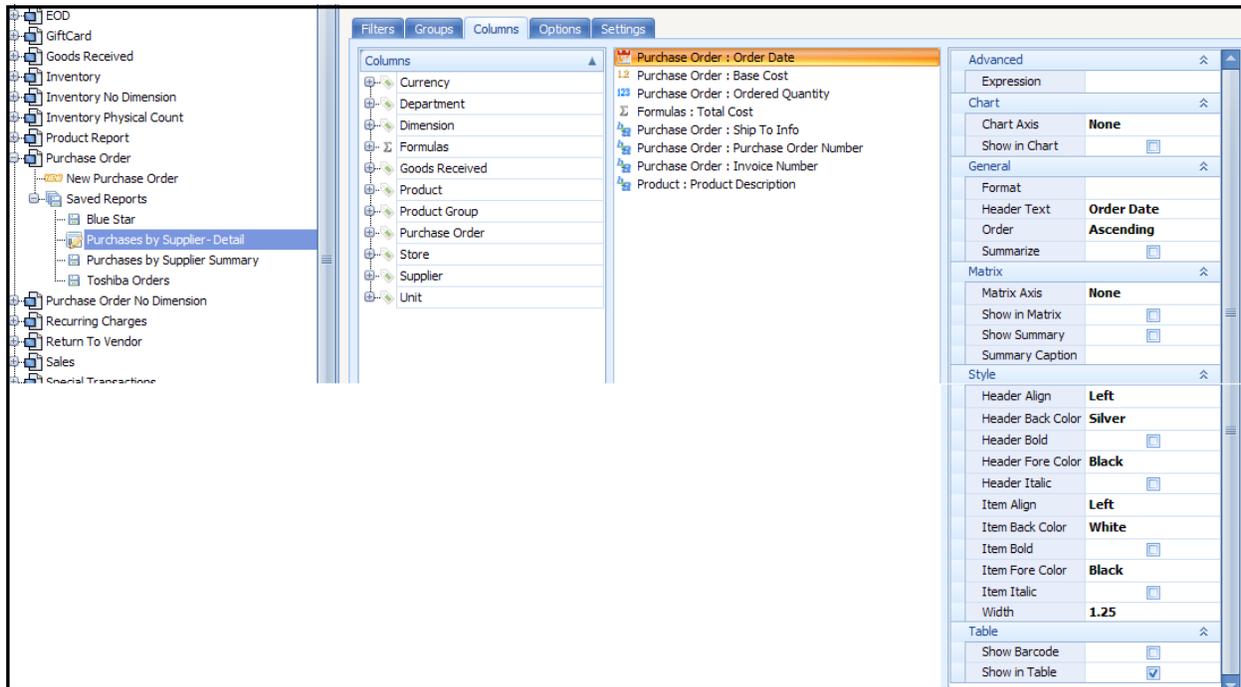
Advance Options (Columns)

The following options will only appear if a "Numeric" field has been selected

Aggregate   This will give you the following options for the field being calculated as a "Cell" in a report. The cell, when summarized will return the result according to the setting selected. For example when reporting on a period sales by sales person (Default would be SUM of their sales but you can select AVG (Average Sales) or COUNT (How many transactions) or MAX (Maximum transaction value) or Min

Sum   shows the total amount of the column

Count   shows the count of how many rows

Avg   shows the average value of the rows being calculated

Min shows the minimum value of the rows being caluclated

Max shows the maximum value of the rows being caluclated

Grand Aggregate Will do the same as above but for the Grand Total at the bottom of the Report

Group Aggregate Will do the same as above but for each Group Sub-Total in the report

Show Percent When checked, the report will take the selected field, Totals the sum of all the rows in the report and calculated the percentage of each row being displayed in relation to the total of the column as shown in the example below:

Rank#		# of Trans	% of all
1	ABC Hardware	8	20.51 %
2	Balantree	4	10.26 %
3	Cosmetics for U	4	10.26 %
4	Dillards	3	7.69 %
5	Edward Koo	3	7.69 %
6	Fanatabulous	3	7.69 %
7	Gerhard & Sons	2	5.13 %
8	Harvey Apps	2	5.13 %
9	Inclinations	2	5.13 %
10	Jenkins Flowers	1	2.56 %
11	Katmandu Carpets	1	2.56 %
12	Lavender Splash	1	2.56 %
13	Mother Earth	1	2.56 %
14	Nancy Wong	1	2.56 %
15	Orange Peel	1	2.56 %
16	Personal Touch	1	2.56 %
17	Quatro Ban	1	2.56 %

Sum of Rank#
17

Sum of Trans
39

Sum of % of all
100 %

Chart Options

Chart	☆
Chart Axis	**None**
Show in Chart	☐

**Chart Axis** If you check "Chart" as report type in the Report Settings, you will then need to select the Field that goes on the X and the Y Axis (e.g. in the sample below, we have the Month on the Y axis and GP$ on the X axis) and the Chart type is a Column type.

Important: You need to check the "**Show on Chart**" for both X & Y axis selections
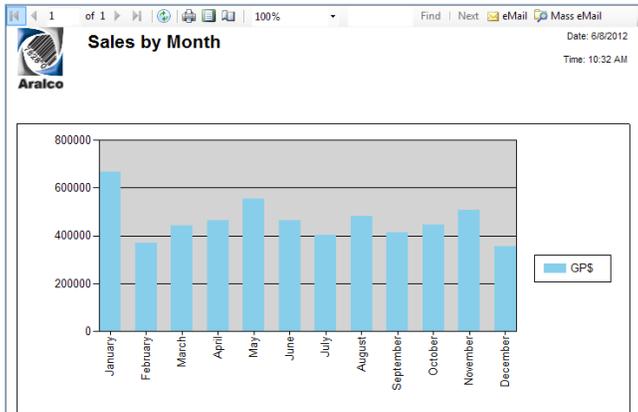
Columns General Options

Format   For different types of column fields, there are different Format Options as listed below:

Date   fields can be displayed with the following options:

Date: (yyyy/mm/dd) or other formats setup in the Report Settings
Month: This would be the month number (1-12) and the system will convert the date to just show the month number
Month Name: Same as above but month name (e.g. Jan – Dec)
Weekday: 1 to 7
Weekday Name: Sun-Sat
Year: e.g. **2015**
Row Number: This applies to any field if you just want it to represent a report row number so each new line of the report gets a sequential number. (Useful if you want to see the RANKING for the content of the report, like your customer or staff sales ranking. To do this**,** you can **insert and extra field into the column list and mark its format as "Row Number"**

Text   When the field is a TEXT value, you can click on Format and select how many characters of the text you wish to see in the report (e.g. first 10,15,20,50 etc.)

Numeric	This will let you choose number of decimals

|	
Header Text	This is where you can change the default report column name
Order	If you wish to sort the report by a column field, check this and you will be given the choice of Ascending or Descending
Summarize	Check this if you wish to summarize and "collapse" the content of the column field for all similar content (e.g. for Sales by Customer, you would sort by customer name (email address/ Tel#) then summarize to see an overall sales figure per customer

Matrix Options

Matrix Axis	You can setup a single or multiple column fields as a Matrix Axis (Row or Column)
Show in Matrix	you can choose to show the Field(s) that have been assigned as an Matrix item or not by checking this option. If you choose NOT to Show the item, you can still have the field in the report and "Sort/Order" the report by those fields
Show Summary	you can check this option summarize on the matrix field or not
Summary Caption	you can enter a caption to show on the Matrix Field at the end of the report

Below is an example of a matrix report where the Month Number (1-12) was made to be a Matrix "Column" (Sorted in Ascending order and "Not shown" in matrix but we are showing the numbers so you can see them, however, you can hide them. Then Transaction Date was chosen again but the Format was made to be the Month Name. This way the Month Names below will be sorted in logical order rather than alphabetic order).

Also, Company Name is flagged as a Matrix "Column" and sorted in ascending order. The Net Sales are flagged as a Matrix Axis "Value"

	1	2	3	4	5	6
	January	**February**	**March**	**April**	**May**	**June**
Company Name	**sales**	**sales**	**sales**	**sales**	**sales**	**sales**
ABC Electronics	2,838.93	2,838.93	2,838.93	2,838.93	3,535.43	3,296.83
Abode Furniture	1,158.00	49,258.00	1,320.50	1,610.00	7,541.50	1,291.50

Appliance World	254.42	254.42	254.42	254.42	254.42	254.42
Aztec Foods	1,118.75	-906.25	1,118.75	1,118.75	1,228.75	1,118.75
Balantree & Sons	25.00	245.00	25.00	25.00	25.00	25.00
Camparie & Co					398.00	

Style Options

Here you can totally customize the look of your report with full control on each Column Header and Report Items columns:

|	
Header Align	Adjust the Column Label to be Left, Center or Right justified
Header Back Color	Select the Background color for the column label/title
Header Bold	Choose if you wish to show the label as BOLD
Header Italic	Choose if you wish to show the label in ITALIC
Header Foreground	Select Column Label Foreground color
Item Attributes	All above settings can be separately applied to the Items in the report columns
Width	Column default width is 1.25", however, you can control the width of each column by simply entering the desired width, test the report by clicking VIEW and if you need to make further corrections, adjust the column widths.

Tables Options

Show Barcode	Once a field has been selected (Alpha or Numeric), once this option is checked, that item content will be printed as a barcode. Useful if you want to scan the items in a report.

Show in Table   Default is "Yes". This is to decide if the item value show be shown in the report or "hidden" but still existing

Show Link   Check this if you need to drill down from a displayed field in the report (e.g. Product Code) and have a click option to drill down to the data form in the Aralco Back Office System (such as drilling down to a product maintenance file or customer file or customer receipt)